WHAT TO DO IN THE EVENT OF FIRE: BUILDING REPS

- EVACUATE YOUR UNIT
  - ☐ take your KEYS (house & car) & CELLPHONE
  - ☐ close but DO NOT LOCK your doors
  - ☐ do not take personal belongings
- ENSURE FIRE ALARM HAS BEEN PULLED in the building with the fire
- DIAL 911 from your cellphone and give the following information:
  - ☐ Edgewater Condominiums
  - ☐ 200 East Street South
  - ☐ Building # and Unit # where fire is located
  - ☐ East Street or Mill Street entrance
- UNLOCK ALL THE EMERGENCY EXIT DOORS in the building (if it is safe to do so) but KEEP DOORS CLOSED.
- GO TO THE CLUBHOUSE and do not re-enter the building
- ALERT BOARD MEMBER - list is on the inside cover of the Fire Book located by the washrooms
- BEGIN HEAD COUNT by building (if required) - resident list is on the back cover of the Fire Book located by the washrooms
- Have the following INFORMATION READY for the Fire Department
  - ☐ Unit #(s) of resident(s) not accounted for
  - ☐ Unit # of any resident that may require assistance
- STAY in the Clubhouse....remain CALM
- DO NOT RETURN TO YOUR UNIT until a fire official gives you the ALL CLEAR.